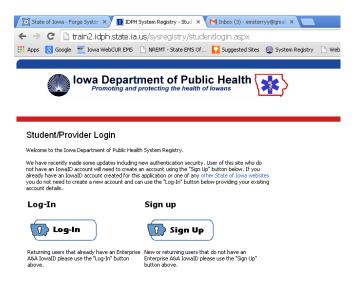
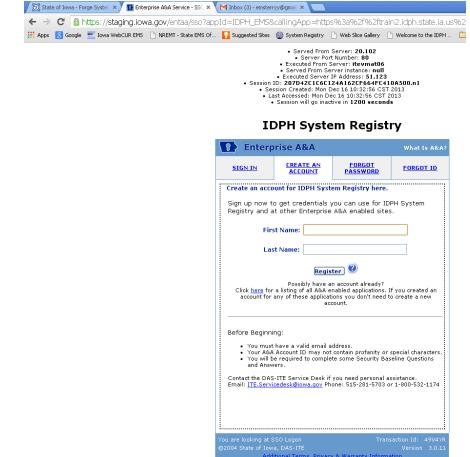
- *** **PLEASE NOTE**: The changes to System Registry are such that a provider can either pay their own renewal or designate a service to pay on their behalf. If provider wishes to designate a service to make the renewal payment, the service MUST first register their willingness to do so via their services account in System Registry. Failure to do so will not allow the provider to choose a service to make the payment on their behalf. ***
 - 1. If user already has A&A login credentials for the state of Iowa, they should skip to "How to make Payment." Otherwise, after the student/provider brings up System Registry they will see the following screen, prompting them to "Log-In" or "Sign Up." Users should select "Sign Up" if they don't already have an account.



2. Users should enter their first and last name, then select "Register."



3. The "Account ID" field will auto-fill. This is essentially your userid. If you want to change it, you can do so here. Otherwise fill in your "Email" address and "Confirm Email." Select "Save Account Details"



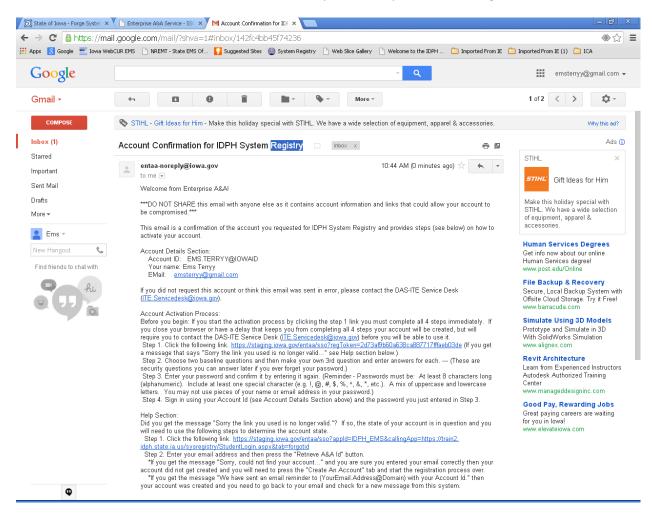
4. This message will be displayed after saving account details. Select "Ok"



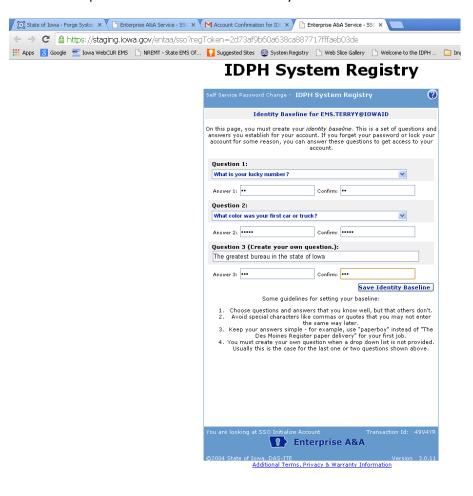
5. After clicking Ok to continue registration, this screen will display providing information on the next step which involves sending an automated email to the email address you entered, previously.



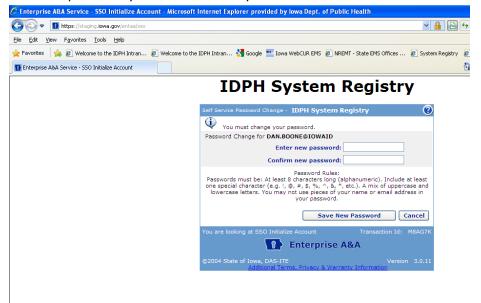
6. Check for the automated email with subject line "Account Confirmation for IDPH System Registry." Follow the instruction in the email and complete all steps, the first being click on the link noted in 'Step 1."



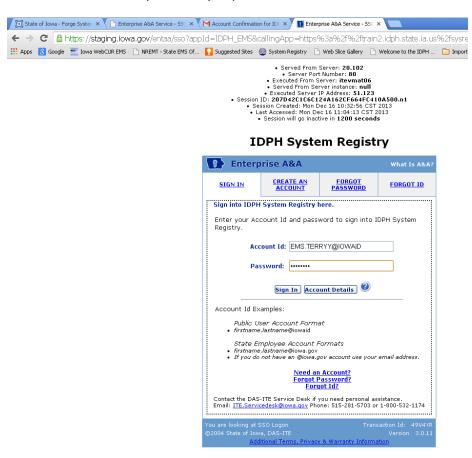
7. After clicking the link in step 1, you will be sent to a page that will prompt you for security related questions. Complete all 3 questions and select "Save Identity Baseline."



8. Enter the password you wish to use for your A&A account and select "Save Password."



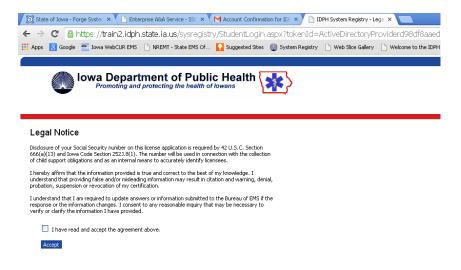
9. After saving the password, you'll be brought to the "Sign In" screen where you need to enter the new account id created earlier and the password you provided.



10. After signing in, you'll be prompted for your last name, ss#, and date of birth. Select "Associate" button.



11. Review the "Legal Notice", check "I have read and accept the agreement above," and select "Accept."

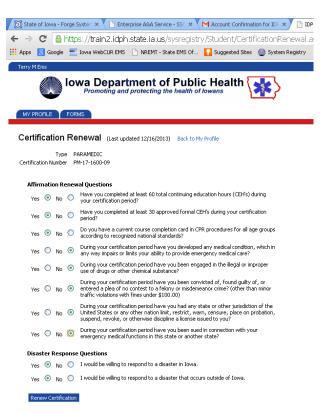


How to Make a Payment:

12. To renew and make payment on renewal fee, select "Renew Certification."

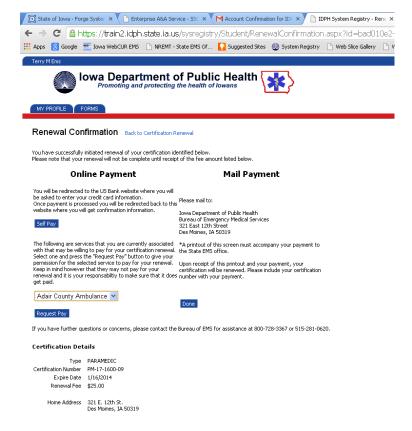


13. Provide answers to the "Affirmation Renewal Questions" and "Disaster Response," and select "Renew Certification."

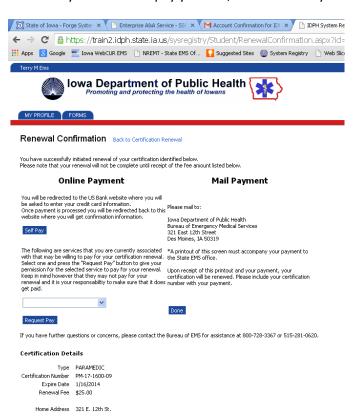


14. If you plan to have your service pay for your renewal, select the services name in the drop down box just above "Request Pay." (If your service has not yet elected to make such payments, their name will not display in the drop down box. Should this occur, your only option for auto-pay is to choose "Self Pay." You will not be able to log in at a later time to choose your service as a payee.) Once you've selected "Request Pay" you will be returned to your profile page.

To "Self Pay" go to step #15.



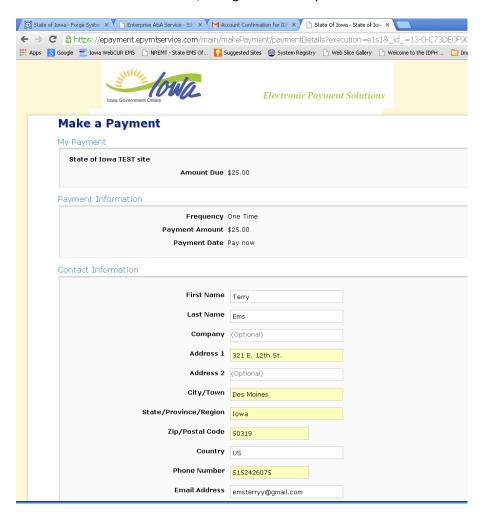
15. If you choose to pay yourself, select "Self Pay."



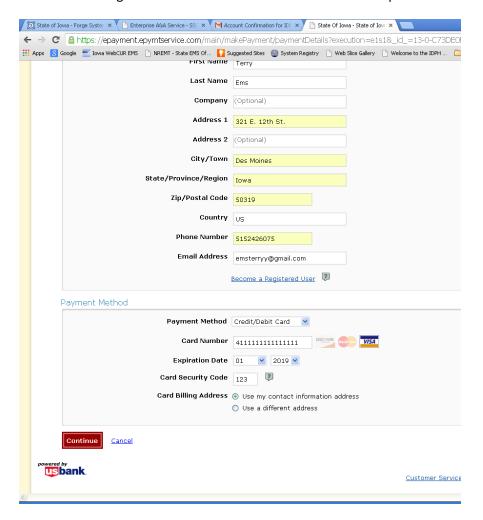
16. Select "Proceed to USBank" button. At this point, you'll leave System Registry and will be moved to the USBank website to make your payment.



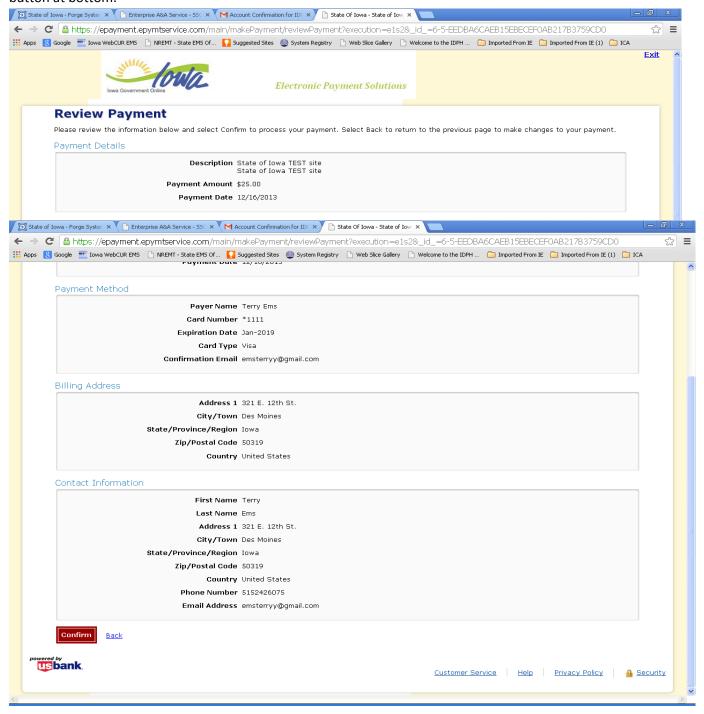
17. You will be prompted to enter name, address, etc. Please note, this screen image is a copy of our test version. You may see a different version, though functionally it will be the same.



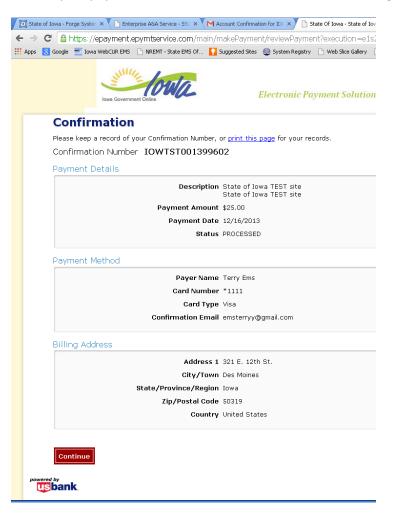
18. This image is a continuation of the screen in #17. Complete the credit card entry and select "Continue" button.



19 You will be prompted with a "Review Payment" screen. Review the information you entered, and select "Confirm" button at bottom.



19. The "Confirmation" screen contains a confirmation number you should print off or retain should any problems arise with your payment. USBank will need this number to investigate any payment problems. Select "Continue" button.



20. You will be returned to the "Thank you for your payment" page in System Registry. Your payment and renewal are complete. From here, you may wish to select the "My Profile" tab to verify your certification expiration date has been updated.



21. My Profile page with certification data summary.



22. During the payment process, USBank should have sent you an email confirming payment. You should retain this for your payment records.

